

## **Sample article for organizations to use to reach customers (word count 430)**

*Customize and post the following article on your websites and/or use in other communication vehicles to assist your customers in using the IRS Data Retrieval tool when applying for financial aid.*

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### **Use the IRS Data Retrieval Tool when applying for student financial aid**

To apply for federal student aid, you will need to complete the Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free, and it gives you access to the largest source of financial aid to pay for college or career schools.

Now, completing the FAFSA is easier than ever! If you are a student or parent, you can now access your IRS tax return information using the 2014-2015 [IRS Data Retrieval Tool](#). The tool provides an easy and secure way to access and transfer the necessary tax return information directly into your FAFSA application.

If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons:

1. It's the easiest way to provide your tax return data.
2. It's the best way of ensuring that your FAFSA has accurate tax information.
3. It may reduce your chances of being selected for income verification, and therefore you will not need to provide a copy of your or your parents' tax return transcripts to your college.

Students or parents who can not successfully authenticate are not able to use the IRS Data Retrieval Tool. Tax return data will have to be entered manually and an IRS Transcript may be required.

Students or parents who filed tax returns with certain filing statuses, filed an amended tax return, or filed a Puerto Rican or foreign tax return, should not use the IRS Data Retrieval Tool. Instead, it is recommended that you enter your tax return information manually.

In most cases, students and parents should wait 3 weeks if the filed electronically or 11 weeks if they mailed in their tax return, to complete the FAFSA to ensure their tax return has been processed and the information is available to be transferred into the FAFSA.

If you are ineligible or otherwise choose not to use the IRS Data Retrieval Tool to retrieve tax return information, your college may require a copy of your IRS Tax Return Transcript (or your parents' IRS Tax Return Transcript, if you are a dependent student). To order an IRS Tax Return Transcript, go to [IRS.gov](#) and select the online tool "Get Transcript for My Tax Records" or enter "Order a Transcript" in the search box to get your transcript online or by mail.

Additionally, you can call 800-908-9946, use the IRS2Go mobile application or fax/mail F4506-T to receive your transcript by mail. The 2014-2015 IRS Data Retrieval Tool, for obtaining tax return information, will be available on the Free Application for Federal Student Aid (FAFSA) website at [www.FAFSA.gov](#).